

Montana Department of Public Health and Human Services	Policy
	MT CACFP 1996-7 Rev 3
	Section: All Institutions
Child and Adult Care Food Program	Subject: Menus
	Effective Date: 1/1/2011

MENUS

Menus provide the description of foods to be served for meals and snacks to participants in day care facilities, including day care homes.

Posting of Menus

1. All day care institutions must post their menus.
2. The menus must be posted in a location visible to persons entering the day care facility.
3. The posted menus must contain the month, day and year they apply to.
 - In day care centers, the posted menus must state the foods served during the current week and the next week ahead.
 - In day care homes, the posted menus must state the foods served during the current week.
4. Posted menus must be in agreement with the meals and snacks as served.
5. Menus must be posted for all meals that are served or otherwise made available by the day care facility that occur on-site and off-site such as at a park.

Menu Components

6. Menus must contain foods which meet the meal requirements in 7 CFR Part 226 and the requirements of the USDA Food and Nutrition Service for the CACFP.

Menu Substitutions

7. All food substitutions for the meal must be recorded in writing on, or affixed to, the posted menu before the meal service begins.

Menu Additions

8. Non-creditable food added to the menu or the meal which the State agency determines has changed the CACFP meal pattern will make the meal non-reimbursable.

Menu-Related Documents

9. For infants, refer to the Infants policy, MT CACFP 2001-5 Rev 3.
10. For participants with special dietary needs, refer to the Food Allergies and Intolerance policy, MT CACFP 2002-4 Rev 2.

Menu Records

11. Menu records are required for all scheduled meals for all business days at the day care facility, whether the facility is claiming the meal to the CACFP or not.
12. Menu records must be maintained and available for three (3) federal fiscal years plus the current federal fiscal year.
 - Day care center menu records must be maintained on-site at the center location during the current month. If the center is an institution with more than one center or facility, then the facilities must forward a copy of their menu records for the current month within 10 days after the end of the month to the administering center or institution.
 - Day care home menu records must be maintained on-site at the day care home for the current plus the previous fiscal year and be available to the CACFP upon request. For the second and third previous fiscal years, menu records of a day care home may be stored off site and must be available to the CACFP within 48 hours following the date requested.

Menu Evaluation

13. Sponsoring organizations of day care homes must conduct a menu evaluation of each participating day care home at least once annually. The evaluation must assess at least one calendar month of meals served within the past six months. The evaluation must contain the following elements, but not limited to:
 - a. CACFP required meal components were met.
 - b. Creditable foods were used to meet meal components.
 - c. Infant Feeding Schedules, if applicable.
 - d. Special Dietary Statements, if applicable.
 - e. The name of the sponsoring organization, name of the provider the menus belong to, date-range of the menus being evaluated, name and signature and job title or professional credential of the person who performed the menu evaluation, and date the menu evaluation was completed.

All meals and snacks served to the children in the day care home, both claimed to the CACFP and not claimed, shall follow the same requirements as listed above.

Menu evaluations can be performed individually for each provider or collectively for the whole group (for 100% of participating providers). Summary statements, results, or conclusions must be recorded or reported.

[Reference: 7 CFR Part 226; ARM 37.75.301]